

DOI SAFETY & HEALTH COUNCIL MEETING MINUTES

**BLM Training Center, Phoenix, AZ
February 23-24, 2005**

1. ATTENDEES: Linda Rowley, BOR; Dick Powell, NPS; Bob Garbe, OHS; Charles Jaynes, BIA; Bill Bass, OSM; Bill Miller, USGS; Sandy Guches, BLM; Staci Atkins, MMS; Harrison Daniel, OHS; Mary Parkinson, FWS. Absent – Carl Mesick, OS.

2. FY05 DASHO Initiatives: Linda Rowley distributed a handout showing the history of the DASHO Initiatives since FY1996. Further expenditures for the FY2005 Initiatives (web-based training, SMIS security enhancements, relocation costs for Ken Rueff's replacement) are on hold and may not be funded. Early in the FY, some money had been spent on the DOIU web-based training as well as the renewal of the Safety Smarts contract. DOIU has money to finish the OSHA 6000 training as long as it is done without a voiceover. Bob Garbe was asked to inform DOIU to proceed with completing the OSHA 6000 training without the voiceover. If funds become available, the voiceover can be completed at a later date. (Follow-up discussions after this meeting identified some of the information above was incorrect/incomplete. Clarification is as follows: OSHA 6000 Course modules' funding was approved by the DASHOs for FY 2005. DOIU started work on the courses and was nearly complete when the funding was diverted/halted. DOIU has stopped work on these courses until the funding issue is resolved. In Feb 2005, DOIU provided the Office of Occupational Health and Safety the following funding status: Of the \$166K approved by the DASHOs, the cost for work done in FY 2005 by DOIU is \$57,462. To complete the courses without audio will cost an additional \$25,538 for a total of \$83K. Adding audio for the OSHA 6000 courses will cost an additional \$83K for a grand total of \$166K.)

Bill Miller mentioned ongoing technical IT issues within DOIU preventing user access to the safety and health training. Bob Garbe and Staci Atkins were asked to look into the feasibility of putting the OSHA 6000 training on the aviation server.

Dick Powell suggested that in the future, this type of project be contracted out. Bill Miller pointed out that the major deficiency with the web-based training project was that there was no IT representative involvement. He suggested that similar projects in the future include an IT representative.

Dick Powell asked about the 2006 Seminar and stated that money is required in FY2005 to support planning and travel costs. It was suggested that any remaining money from the DASHO initiatives be used for the 2006 Seminar. Harrison Daniel stated that 2006 funds could be used if is expended as early in October as possible. Further discussions on the Seminar were discussed with the FY 2006 Initiatives.

3. FY 06 DASHO Initiatives: Five initiatives were proposed, three of which were approved by the Safety Council for proposal to the DASHO. Further details are being worked out by the Council, including the final costs of these initiatives before they will be forwarded to Kathleen Wheeler. The proposed initiatives are:

- Funding Support to the FY06 Safety and Health Seminar to be held in San Diego, CA. at the Town and Country Resort (the site of the cancelled FY05 Seminar). Initial contacts have been made with the DOI Environmental Office (OEPC) about having a joint event, and this may be a realistic possibility. Tentative date is March 20-24, 2006. Initiative Sponsor - OHS
- Funding Support to move the Safety and Health Web training modules to the Office of Aviation Management system in Boise Idaho, due to ongoing and unresolved performance and administrative problems with the DOIU system. Initiative Sponsor - USGS
- Core Competency Program Development. Develop a DOI wide safety and health staff (both professional and collateral duty) core competency based training program, based on NPS, BIA, USGS and other models. Initiative Sponsor – BLM. USGS, NPS, BOR, and FWS agreed to assist BLM with this initiative.

The two initiatives not approved for submission to the DASHO are:

- OSHA Voluntary Protection Plan (VPP) Training (\$60K) – This proposal requested funds to provide training, travel, and per diem to personnel interesting in learning about the VPP program and how to implement such a program at their site. Training would be provided by OSHA. Personnel from DOI's two VPP sites – Elephant Butte, Yellowstone Park, would also participate by providing testimonials on what VPP means to them. After discussion among the Council, it was suggested that this could be a worthwhile training segment at the 2006 Seminar.
- Renewal of Safety Smarts Contract (\$17.5K) - This is a recurring cost which should be budgeted and paid for through funds other than initiatives money.

4. AWARDS: The Council reviewed and approved seven Departmental awards for FY06:

- Professional Service Award:
 - BLM - Mike L. Rose, State Safety Manager, Alaska.
 - NPS – Lloyd “Oly” Olsen, Regional Risk Manager, Intermountain Region
- Safety Award of Merit:
 - MMS – Tom D. Keller, Safety Officer, Western Administrative Service Center
 - USGS – Fred Morris III, District Safety Officer, Mississippi District
 - USGS – Mississippi Water Resources District

- USGS – Upper Midwest Environmental Science Center
- USGS – Molly Maupin, Idaho Water Resources District

The Safety Council expressed three options in priority order, for the awards presentations. 1. Next DOI-wide awards ceremony, 2. Private presentation by the Secretary in her office, or 3. At the 2006 Seminar.

5. ELECTION: Sandy Guches, BLM was nominated for Council Chair, and was unanimously approved. Stacy Atkins, MMS was nominated for Council Vice Chair and unanimously approved. After a review of the original and still applicable Council charter, OHS reassumed the duties of Executive Secretary, which include preparing and distributing the agenda, minutes, and other recordkeeping. These actions will be largely provided by Harrison Daniel.

6. Safety Council Meetings: The next four Safety Council Meetings and dates are:

April 26-27, 2005 - Washington DC
 July 12-13, 2005 - Denver, CO
 October 18-19 - Washington DC
 January 24-25 – Phoenix, AZ

The agendas for these meetings will be prepared and distributed by OHS at the direction of the Council Chair and will be distributed at least 2 weeks prior to the meeting.

7. SMIS OSHA 300 reporting changes. After considerable discussion, the Council decided to go with a simple yes/no modification to SMIS to note whether the injury is recordable or not recordable under the new OSHA 300 reporting and recordkeeping requirements. The OSHA 300 requirements are so complex that SMIS cannot easily be modified with a series of selection boxes to automatically determine whether the injury is recordable. The bureaus will need to determine their internal approach for ensuring the individuals responsible for noting or verifying this yes/no determination are knowledgeable of the recordability factors. Additional fields will need to be added to the database for SMIS to printout the OSHA 300 log instead of the OSHA 200 currently in use. OHS will develop a beta testable module and the bureaus will provide individuals for a test group for system development. OHS should be able to start work on this within the next 3 weeks.

8. Communication and Coordination:

- Quarterly Bureau Deputy Director's Meeting. The Council members expressed concern over a lack of communication and coordination about the upcoming quarterly briefings. In fact, two Bureau Safety Managers were unaware of the impending briefings until this discussion during the Council meeting. Concerns were expressed about a lack of lead time to provide adequate input as well as the specific items identified as briefing topics.

- Additional communication, coordination and review issues have been experienced with the following: Draft Firearms Safety Policy for Non Law Enforcement Personnel, Accident Notifications memo, OSHA 300 memo, DOIU Online Safety Training memo, Awards Nominations memo. Dick Powell mentioned that a meeting is scheduled on March 10, 2005, for NPS to review the final draft Firearms Safety policy. Once this is completed, it will be sent to the Bureau Directors for at least a 30 day comment period.

9. Online OWCP course announcement letter. Most bureau members did not think any memo was needed since much training had already taken place, the original PowerPoint materials were already online and being used, and the DOIU product is not ready yet. However, the Council agreed to provide a letter, to be drafted by Steve Rosen NPS, that reflects the consensus agreement of the Safety Council.

10. Safety Awareness Week. The Council expressed the opinion that unless OHS was prepared to organize a big local event that could be the subject of a proclamation, that most bureaus were planning a modest local facility response, and did not want to devote large amount of HQ staff time to the event. A low key announcement in SafetyNet, without a Secretarial Proclamation was preferred.

11. BLM Briefing on ATV Fatality. Sandy Guches reviewed the investigation findings and recommendations of this fatality which involved an ATV roll-over on steep and rocky terrain. BLM has established a Working Group to address ATV program improvements and is hiring a contractor to complete an engineering study to develop a matrix of information to identify the appropriate ATV for the intended use. Sandy will keep the Council informed of progress made on this issue.

12. Council Mission, Function, Focus, and Future. Charles Jaynes reviewed the charters of the DOI Safety Council and DASHO Council. There was considerable discussion about the areas for which operational practices are not in conformance with the charters. During these discussions, it was realized that the Safety Council charter in 485 DM 9, Appendix 2, is not the official charter but is a version that was somehow mistakenly submitted for publication. The official version was reviewed by the Council including who are voting and nonvoting members. It was agreed that we should abide by the current charters, the Safety Council Chair should meet periodically with the DASHO, and that the DASHO Council should be used as an Executive Advisory Group.

13. GPRA/Performance Measures. The three safety program-related GPRA goals were discussed – reductions in fatalities, serious injuries, and the lost time injury rate. OHS will be involved with the annual revisions to these goals and will include the Safety Council in future reviews. Bob Garbe suggested the DASHOs be asked what performance measures they would like to see tracked and reported on at the DASHO Council meetings, for example what specific statistics are of interest.

14. Roundtable.

- FWS – Mary conveyed thanks to Linda Rowley for exceptional service as Safety Council Chair the past 2 years.
- OHS – Bob reported his staff is working on keeping SMIS running and the new OSHA 300 changes. They now have a SMIS systems administrator. Bob is continuing to work on some medical issues and will attend the Fire meeting in New Orleans in March.
- NPS – Dick reported that NPS is doing a lot of training in support of NPSafe, including massive CDSO training using satellite broadcasts. He offered to make this available to everyone and will provide a map of downlink locations. He recently hired a public safety specialist who will also serve as their torts claims officer. Work continues on the development of IMARS. He would like to brief the Safety Council at the next meeting on a fire fatality.
- MMS – Staci will be leaving tomorrow for Kazakhstan to participate on a MMS team which will provide risk management training for offshore activities. MMS is conducting a 1 year review of their AED program and is also updating their OEPs. They are planning Safety Week activities.
- USGS – Bill reported that they are tracking program costs using a program planning tool. They are also developing an automated inspection program. He mentioned that the workload associated with the emergency management program is creating workload problems with his safety mission. Mary said she would send him and Sandy a copy of the memorandum issued by Mike Trujillo stating that emergency management is a law enforcement function.
- BIA – Charlie briefed the Council on BIA's motor vehicle policy which should be issued by the end of March. It will prohibit the use of cellphones and require an annual review of records to verify whether drivers have had DUIs or moving violations. He will send each Council member a copy of the draft policy. Charlie also reported that his office is doing building permits and certificates of occupancy. This program is funded by collecting a review fee.
- BLM – Sandy said that in addition to ATV safety, BLM will be conducting a review of all serious fire-related accidents to do a trend analysis. This analysis will focus on human factors.
- BOR – Linda reported that they are in the process of a life safety code review in BOR. She briefed the Council on two accidents – Two Job Corps students were killed and the driver seriously injured in a motor vehicle accident which occurred when they were struck by another vehicle which was out of control. The other accident involved law enforcement/security training which resulted in permanent hearing loss. Both of these accidents have Accident Review Boards established.
- NBC – Ian Rosenblum stopped in briefly to discuss the draft space management policy. He believes a paragraph addressing safety should be added to this policy. He will send

the Safety Council members a copy of the draft policy. He and Sandy will schedule a conference call to discuss comments the Council may have.